

**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin (External)**

OPENING DATE: 07/20/2009 Recruiting Bulletin No. 29-09-DEC- AA-FL-7
CLOSING DATE: 07/31/2009

POSITION TITLE: Administrative Assistant (AA)

PAY RATE: \$10.00 - \$13.50/HR

NUMBER OF VACANCIES: Few

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of extension.

AREA OF CONSIDERATION: All U. S. Citizens residing in the following Counties:

FLORIDA

Apopka, FL: Orange, Osceola Counties.

Brooksville, FL: Hernando, Pasco Counties.

Broward, FL: Broward County.

Clearwater, FL: Pinellas County.

Cocoa, FL: Brevard, Volusia Counties.

Daytona Beach, FL: Putnam, Flagler, Volusia Counties.

Delray Beach, FL: Palm Beach County.

Fort Myers, FL: Lee, Collier, Hendry Counties.

Gainesville, FL: Jefferson, Madison, Hamilton, Columbia, Baker, Taylor, Lafayette, Suwannee, Union, Bradford, Gilchrist, Alachua, Dixie Counties.

Hialeah, FL: Miami-Dade County.

Hillsborough County, FL: Hillsborough County.

Hollywood, FL: Broward County.

Homestead, FL: Broward, Miami-Dade, Monroe Counties.

Jacksonville North, FL: Nassau, Duval, Clay Counties.

Lakeland, FL: Polk, Highlands Counties.

Miami South, FL: Miami-Dade County.

Miami-Dade County Northeast, FL: Broward, Miami-Dade County.

Ocala, FL: Levy, Marion, Citrus, Sumter Counties.

Pensacola, FL: Escambia, Santa Rosa, Okaloosa, Walton Counties.

Pompano Beach, FL: Broward, Palm Beach Counties.

Punta Gorda, FL: Lee, Charlotte, Glades, Sarasota Counties.

Sanford, FL: Lake, Seminole Counties.

St. Petersburg, FL: Pinellas County.

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the areas of consideration (see above).

QUALIFICATIONS: All applicants **MUST take and pass a written test. Application must reflect demonstrated experience related to the specified duties listed below.** Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo. Please allow 3 hours for the testing session. Seating is limited. No one will be admitted once testing begins. This agency provides reasonable accommodations to applicants with disabilities.

DUTIES: Incumbent serves as an Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquires of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar and schedules appointments and meetings. Briefs supervisor on appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.

HOW TO APPLY: Each applicant must first contact the **Atlanta Regional Census Center at 1-888-586-9439 before the application deadline of July 31, 2009, 5PM EST.** If you have not previously taken the non-supervisory test, a representative will make an appointment for you to test at a location near you. After you have been scheduled to test, please complete the following forms and bring them with you to the testing site.

1. An Application: The following formats may be used

- a. A Census Employment Inquiry Application form [BC170D.pdf](#)
- b. Optional Application for Federal Employment [OF612.pdf](#)
- c. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying.

2. Declaration for Federal Employment [OF306.pdf](#)

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference - Applicants claiming 10-point veterans' preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments.
- Employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (insert telephone number).

APPLICATION DEADLINE: Each applicant must first contact the **Atlanta Regional Census Center at 1-888-586-9439 before the application deadline of July 31, 2009, 5PM EST. Calls received after this date will not be considered. Faxed applications will NOT be accepted. Emailed applications will NOT be accepted. Only completed application packages will be considered for this position.**

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy you may contact Recruiting, 1-888-586-9439.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS
OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION,
SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN
EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.